

4755 S. w Griffith Drive  
P. O. Box 4755  
Beaverton, Oregon  
97076-4755  
Phone 526-2255

**City of Beaverton**  
**BUSINESS LICENSE APPLICATION**

CALENDAR YEAR \_\_\_\_\_ NEW \_\_\_\_\_/RENEWAL \_\_\_\_\_ BUS TYPE CODE \_\_\_\_\_ LIC NO. \_\_\_\_\_

**MAILING INFORMATION OF PRINCIPAL OFFICE OF THE BUSINESS:**

**PRINCIPAL OWNER INFORMATION:**

REGISTERED BUSINESS NAME

OWNER NAME

ADDRESS

ADDRESS

CITY

STATE

ZIP

CITY

STATE

ZIP

DOING BUSINESS AS NAME

OWNER TELEPHONE

DATE OF BIRTH

**EMERGENCY CONTACT NAMES:**

**TELEPHONE:**

ADDRESS

1.

CITY

STATE

ZIP

2.

TELEPHONE

3.

**DESCRIPTION OF BUSINESS ACTIVITY:**

**SIGNATURE OF APPLICANT:** WARRANTING THAT ALL REPRESENTATIONS MADE ON THIS APPLICATION FORM ARE THE TRUTH  
TO THE BEST OF HIS/HER KNOWLEDGE: \_\_\_\_\_

**FEE COMPUTATION: (SEE REVERSE SIDE)**

**I. APARTMENTS/HOTELS/MOTELS:**

NUMBER OF DWELLING UNITS \_\_\_\_\_ (DO NOT INCLUDE OWNER OCCUPIED UNIT)

a. MINIMUM FEE IF TOTAL UNITS LESS THAN \_\_\_\_\_ = \_\_\_\_\_

b. NUMBER OF UNITS OVER \_\_\_\_\_ = \_\_\_\_\_ NUMBER OF EXCESS UNITS.

c. NUMBER OF EXCESS UNITS \_\_\_\_\_ X \_\_\_\_\_ PER UNIT EXCESS CHARGE \_\_\_\_\_ = \_\_\_\_\_

a + c = \_\_\_\_\_

**II. OTHER BUSINESS:**

AVERAGE NUMBER OF EMPLOYEES \_\_\_\_\_

a. MINIMUM FEE FOR BUSINESSES WITH LESS THAN \_\_\_\_\_ EMPLOYEES..... = \_\_\_\_\_

b. NUMBER OF EMPLOYEES OVER \_\_\_\_\_ = \_\_\_\_\_ NUMBER OF EXCESS EMPLOYEES.

c. NUMBER OF EXCESS EMPLOYEES \_\_\_\_\_ X \_\_\_\_\_ PER EMPLOYEE EXCESS CHARGE..... = \_\_\_\_\_

a + c = \_\_\_\_\_

DELINQUENCY CHARGE (See Reverse side) .....

**TOTAL BUSINESS FEE DUE** .....

## BUSINESS LICENSE APPLICATION:

This application is for the purpose of assessing and collecting the City of Beaverton Business License fee. The business license fee imposed is for revenue purposes only. The fee shall be in addition to and not in lieu of any other license or permit fee, charge or tax required under any other City of Beaverton code section or ordinance of the City. All businesses operating within the Beaverton City limits must comply with the City's building, zoning, and fire and police safety requirements. The business license required shall not be construed to constitute a permit to engage in any activity prohibited by law nor a waiver of any other regulatory or license requirement imposed by any other provision of City ordinance or federal, state, regional or local law.

**BUSINESS FEE SCHEDULE:** ½ YEAR (FROM JAN. TO JUNE/ JULY TO DEC.); 1 FULL YEAR (JAN. TO DEC.)

<u>APARTMENTS/HOTELS/MOTELS</u>		<u>OTHER BUSINESSES:</u>		
MINIMUM FEE	<u>1 YEAR</u>	MINIMUM FEE:	<u>½ YEAR</u>	<u>1 FULL YEAR</u>
FIRST 40 UNITS	\$50.00	FIRST 4 EMPLOYEES	\$25.00	\$50.00
EA. ADDITIONAL UNIT	\$ 1.25	EA. ADDITIONAL EMPLOYEE ADD	\$4.25 ½ YEARLY	\$8.50 1 FULL YEAR

## DOOR TO DOOR SOLICITATION:

A person who offers goods or services for sale or who solicits money or anything having money value from another person on premises occupied as a residence shall carry a legible copy of a current, valid City business license and produce same for inspection on demand by any person to whom the offer or solicitation is made.

## DELINQUENCY CHARGE:

A business license fee due from any person and not paid in full when due is delinquent, and the City may avail itself of any and all remedies available to it to collect the fee from that person, including but not limited to citation of the person for a violation of the Beaverton Code.

A delinquent charge of 10% of the business license fee that is due from any person and is delinquent shall be added to the fee that is otherwise due for each successive 30 day period or portion thereof for which any portion of the amount due, including delinquent charges already imposed, remains unpaid, up to maximum penalty of 100% of the license fee.

## PENALTIES:

Violation of the City of Beaverton Business License Ordinance constitutes a Class 2 Civil infraction. Each violation of the provision of the Business License Ordinance constitutes a separate infraction, and each day a violation of the ordinance is committed or permitted to continue constitutes a separate infraction. Penalties imposed under the provision of this ordinance are in addition to the delinquency charge that may be assessed under the provisions of the Business License Ordinance. Penalty for Class 2 Civil Infraction is punishable by a fine of \$150.00 for each infraction.

**BUSINESS TYPE CODES:** Please Check appropriate code and also write in letter on front of form.

## CODES

- ☐ A. AGRICULTURE: Agriculture production, forestry commercial fishing, hunting and trapping and related services.
- ☐ B. APARTMENTS: Includes 3 or more dwelling units that are rented or leased.
- ☐ C. CONSTRUCTION: Construction (new work, additions, alterations, reconstruction, installations and repairs). Three types of construction are covered: building construction, heavy construction, and construction by other special trade contractors.
- ☐ D. MANUFACTURING: In the mechanical or chemical transformation of materials into new products. Also included are firms engaged in assembling component parts of manufactured products.
- ☐ E. TRANSPORTATION: Firms providing passenger and freight transportation communications services, or, electricity, gas, steam, water or sanitary services, and all establishments of the United States Postal Service.
- ☐ F. WHOLESALE: Businesses engaged in selling merchandise to retailers, to industrial commercial, institutional, farm, construction contractors, or professional business users; or to wholesalers; or acting as agents or brokers.
- ☐ G. RETAIL: Selling merchandise for personal or household consumption and rendering services incidental to the sale of goods. Also check the following boxes if appropriate  
☐ Restaurant/Liquor served   ☐ Restaurant/Liquor not served   ☐ Tavern
- ☐ H. FINANCIAL/REAL ESTATE: Firms in finance, insurance and real estate. Finance includes depository institutions, nondepository credit institutions, holding companies, or other investment companies, brokers and dealers in securities and commodity contracts, security and commodity exchange. Insurance covers carriers of all types of insurance, and insurance agents and brokers. Real estate includes owners, lessors, buyers, sellers agents, and developers of real estate. Check box if appropriate:   ☐ Realtors   ☐ Commercial Lessor
- ☐ I. SERVICE: Providing services for individuals, business, and government, includes: Professional services; Personal services, Repair services; Business, educational and health services. Please check the appropriate box:  
☐ Consultant   ☐ Attorney/CPA   ☐ Child Care   ☐ Hotel/Motel   ☐ Barbers / Beauty Salon
- ☐ J. HOME OCCUPATION: (Also please check the CODE box that corresponds with your business type)
- ☐ K. OTHER:   ☐ Non-Profit   ☐ Solicitation
- ☐ L. ADULT FOSTER CARE / NURSING HOME